

Application for Federal Assistance SF-424

Version 02

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

\* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

\* a. Legal Name: Heritage Health Foundation, Inc.

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

(b) (6)

\* c. Organizational DUNS:

963982244

d. Address:

\* Street1: 445 Fourth Street

Street2:

\* City: Braddock

County:

Allegheny

\* State:

PA: Pennsylvania

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code: 15104

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.

\* First Name: Robert

Middle Name: M.

\* Last Name: Grom

Suffix:

Title: President & CEO

Organizational Affiliation:

Heritage Health Foundation, Inc.

\* Telephone Number: 412-351-0535

Fax Number: 412-351-0509

\* Email: rgrom@hhfi.org



Application for Federal Assistance SF-424

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9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.815

CFDA Title:

Brownfield Job Training Cooperative Agreements

\* 12. Funding Opportunity Number:

EPA-OSWER-OBCR-07-10

\* Title:

BROWNFIELDS JOB TRAINING GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

The program will target the municipalities of Braddock, North Braddock, Rankin, and Swissvale primarily. Other municipalities targeted will be Homestead, Munhall, West Homestead, Duquesne, McKeesport, and Clairton.

\* 15. Descriptive Title of Applicant's Project:

Mon Valley Brownfields Job Training Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments





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16. Congressional Districts Of:

\* a. Applicant 14

\* b. Program/Project 14

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

17. Proposed Project:

\* a. Start Date: 08/01/2008

\* b. End Date: 08/31/2010

18. Estimated Funding (\$):

* a. Federal	197,051.00
* b. Applicant	30,000.00
* c. State	
* d. Local	
* e. Other	33,700.00
* f. Program Income	
* g. TOTAL	260,751.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. \* First Name: Robert

Middle Name: M.

\* Last Name: Grom

Suffix:


\* Title: President & CEO

\* Telephone Number: 412-351-0535 Fax Number: 412-351-0509

\* Email: rgrom@hhfi.org

\* Signature of Authorized Representative: Completed by Grants.gov upon submission. \* Date Signed: Completed by Grants.gov upon submission.

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 07/03/08

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102



**Application for Federal Assistance SF-424**

**Version 02**

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.





United States Environmental Protection Agency  
Washington, DC 20460

FORM Approved  
OMB No. 2090-0014  
Expires 2-28-03

Preaward Compliance Review Report For  
All Applicants Requesting Federal Financial Assistance

Note: Read instructions on reverse side before completing form.

I. A. Applicant (Name, City, State)

Heritage Health Foundation, Inc., Braddock, PA

B. Recipient (Name, City, State)

SAME

C. EPA Project No.

II. Brief description of proposed project, program or activity.

MON VALLEY BROWNFIELDS JOB TRAINING PROGRAM

III. Are any civil rights lawsuits or complaints pending against applicant and/or recipient?  
If "Yes", list those complaints and the disposition of each complaint.

☐ Yes ☒ No

IV. Have any civil rights compliance reviews of the applicant and/or recipient been conducted by any Federal Agency during the two years prior to this application for activities which would receive EPA Assistance?  
If "Yes", list those compliance reviews and status of each review.

☐ Yes ☒ No

V. Is any other Federal financial assistance being applied for or is any other Federal financial assistance being applied to any portion of this project, program or activity?  
If "Yes", list the other Federal Agency(s), describe the associated work and the dollar amount of assistance.

☐ Yes ☒ No

VI. If entire community under the applicant's jurisdiction is not served under the existing facilities/services, or will not be served under the proposed plan, give reasons why.

THE PROGRAM WILL BE OPEN TO ALL RESIDENTS AGE 18 YEARS OF AGE OR OLDER

VII. Population Characteristics

Number of People

1. A. Population of Entire Service Area

72,553

B. Minority Population of Entire Service Area

26,663

2. A. Population Currently Being Served

0 (New program)

B. Minority Population Currently Being Served

0 (New program)

3. A. Population to be Served by Project, Program or Activity

60

B. Minority Population to be Served by Project, Program or Activity

20

4. A. Population to Remain Without Service

See attached

B. Minority Population to Remain Without Service

See attached

VIII. Will all new facilities or alterations to existing facilities financed by these funds be designed and constructed to be readily accessible to and useable by handicapped persons?  
If "No", explain how a regulatory exception (40 CFR 7.70) applies.

☐ Yes ☒ No

- NA -

IX. Give the schedule for future projects, programs or activities (or of future plans), by which service will be provided to all beneficiaries within applicant's jurisdiction. If there is no schedule, explain why. PLEASE SEE THE ATTACHED SCHEDULE AND TIMELINE

X. I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

A. Signature of Authorized Official

B. Title of Authorized Official

PRESIDENT & CEO

C. Date

07/02/08

For the U.S. Environmental Protection Agency



Approved



Disapproved

Authorized EPA Official

Date



**Pre-award Compliance Review – Addendum to Question VII. 4.**

The job training program will be recruiting trainees from two widely dispersed areas. The primary area is within the boroughs of Braddock, East Pittsburgh, North Braddock, Rankin, and Swissvale. The secondary area is within the boroughs of Homestead, Munhall, and West Homestead, and the cities of Clairton, Duquesne, and McKeesport.

Every reasonable effort will be made to reach out to people throughout these areas. Because of resource and therefore program constraints, however, actual training will be limited to 60 individual people for the initial training program. These 60 people will be recruited from the primary and secondary service areas above, which are all communities affected by the presence of brownfields.





# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EPA BJTP	66.8.15	\$ 197,051	\$ 63,700	\$	\$	\$ 260,751
2.						0
3.						0
4.						0
5. Totals		\$ 197,051	\$ 63,700	\$ 0	\$ 0	\$ 260,751

## SECTION B - BUDGET CATEGORIES

Object Class Categories	GRAIT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	24,500	\$	\$	\$	24,500
b. Fringe Benefits		5,372				5,372
c. Travel		2,302				2,302
d. Equipment		0				0
e. Supplies		26,700				26,700
f. Contractual		50,186				50,186
g. Construction						0
h. Other		87,991	63,700			151,691
i. Total Direct Charges (sum of 6a-6h)		197,051	63,700	0	0	260,751
j. Indirect Charges						0
k. TOTALS (sum of 6i and 6j)	\$	197,051	\$ 63,700	\$ 0	\$ 0	\$ 260,751

7. Program Income	\$	\$	\$	\$	\$	0
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Previous Edition Usable

Standard Form 424A (Rev. 7-87)  
Prescribed by GSA Circular A-102

*1 2/11/88*



SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. EPA BJTP	\$ 30,000	\$	\$ 33,700	\$	\$ 63,700
9.					0
10.					0
11.					0
12. TOTAL (sum of lines 8-11)	\$ 30,000	\$ 0	\$ 33,700	\$	\$ 63,700

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 160,000	\$ 80,000	\$ 40,000	\$ 20,000	\$ 20,000
14. Non-Federal	23,000	5,750	5,750	5,750	5,750
15. TOTAL (sum of lines 13 and 14)	\$ 183,000	\$ 85,750	\$ 45,750	\$ 25,750	\$ 25,750

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. EPA BJTP	\$ 37,051	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 37,051	\$ 0	\$ 0	\$ 0

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	



## HHFI / EPA Brownfields Job Training Grant - Budget Detail

Project Funding	Instruction	Outreach	Other Tasks	Total
<b>EPA Project Funding</b>				
Management Fee	\$ 4,000	\$ 2,000	\$ 2,000	\$ 8,000
<b>Personnel</b>				
VP (Pj. Dir.) 25% x \$62,000			\$ 15,500	\$ 15,500
Director (Op. Mgr.) 11% x \$50,510		\$ 5,556		\$ 5,556
Assistant (Otr. Crd.) 20% x \$21,720		\$ 4,344		\$ 4,345
<b>Fringe Benefits and percentage of employee total</b>				
Payroll Taxes	8.45%	\$ 836.55	\$ 1,309.75	\$ 2,146.38
Benefits (medical, dental, vision, life)	11.15%	\$ 1,103.85	\$ 1,728.25	\$ 2,832.21
Workers' Comp	1.55%	\$ 153.45	\$ 240.25	\$ 393.72
<b>Travel</b>				
Mileage (local travel: 1000 mi. @\$0.495/mi.)	\$ 100	\$ 400		\$ 500
Field Trips (bus rental for 4 trips to local sites)	\$ 802			\$ 802
Meeting & Conference (att. At Grantees and Brownfields Conferences) <sup>1</sup>			\$ 1,000	\$ 1,000
<b>Contractual: Contractor for env. technical training</b>	\$ 49,386	\$ -	\$ 800	\$ 50,186
<b>Supplies</b>	\$ 20,400	\$ 4,800	\$ 1,500	\$ 26,700
<b>Other</b>				
Subaward	\$ 52,691	\$ -	\$ -	\$ 52,691
Medical Testing - Applicant Screening	\$ 12,000	\$ -	\$ -	\$ 12,000
Certifications <sup>2</sup>				
Lead Worker 24 at \$50 each	\$ 1,200			\$ 1,200
Asbestos Worker 24 at \$50 each	\$ 1,200			\$ 1,200
Asbestos Bldg Inspector 24 at \$300 each	\$ 7,200			\$ 7,200
Lead Inspector 24 at \$200 each	\$ 4,800			\$ 4,800
<b>Total EPA Funds</b>	\$ 153,779	\$ 19,194	\$ 24,078	\$ 197,052
<b>Non-EPA Project Funding</b>				
Administrative Costs	\$ -	\$ -	\$ 30,000	\$ 30,000
<b>Other</b>				
HAZWOPER Training and Certification	\$ 10,900			\$ 10,900
Computer Training	\$ 10,800			\$ 10,800
Life Skills & Career Training	\$ 12,000	\$ -	\$ -	\$ 12,000
<b>Total Non-EPA Funds</b>	\$ 33,700	\$ -	\$ 30,000	\$ 63,700

### NOTES:

- 1 Meeting and conference travel is mileage for two trips to and from the annual grantees conference and mileage and accommodations for two trips to the Brownfields conference. There is no per diem rate for staff. Meals and accommodations are reimbursed at cost; reasonable effort is made to minimize them.
- 2 Certification fees for trainees will be paid the first year by the program.





EPA Project Control Number

## **CERTIFICATION REGARDING LOBBYING**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

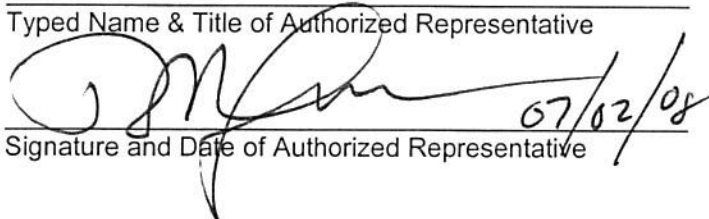
(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Robert M. Grom, President and CEO

Typed Name & Title of Authorized Representative

Signature and Date of Authorized Representative



07/02/08



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

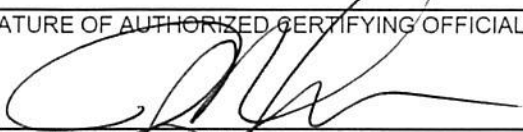
As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.





9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President & CEO
APPLICANT ORGANIZATION HERITAGE HEALTH FOUNDATION, Inc.	DATE SUBMITTED 07/02/08



ASSISTANCE NO. 16.815

Appendix A to Part \_\_\_\_ - Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

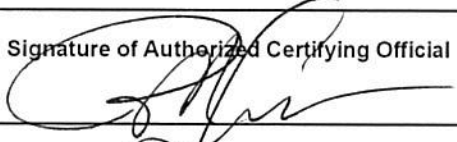
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Authorized Certifying Official 	Title President & CEO
Applicant Organization HERITAGE HEALTH FOUNDATION, INC	Date 07/02/08





## **MON VALLEY BROWNFIELDS JOB TRAINING PROGRAM WORK PLAN**

### **Program Service Area**

HHFI will serve 60 residents living in the following Southwestern Pennsylvania communities just outside of Pittsburgh. Primary area: Braddock, East Pittsburgh, North Braddock, Rankin & Swissvale. Secondary area: Clairton, Duquesne, McKeesport, Munhall, Homestead & West Homestead. All of these communities have experienced significant impacts from post-WW II suburbanization and the region's industrial decline.

### **Community Need**

These communities comprise a large portion of the Monongahela and Turtle Creek Valley regions of Southwestern Pennsylvania, and are some of the most impoverished neighborhoods in Allegheny County. The area has endured severe economic distress in the last few decades resulting from first, out-migration from rapid suburbanization in the 1950's and 60's, and second, from the massive layoffs and manufacturing plant closures beginning in the 1980's.

Four of our targeted communities – Braddock, Clairton, Duquesne, and Rankin – maintain a “financially distressed” designation through Pennsylvania's Act 47 (PA Municipalities Financial Recovery Act). Eight communities – Braddock, Clairton, Duquesne, Homestead, McKeesport, Munhall, North Braddock, and Rankin – have been designated as PA Enterprise Zones.

Each of the targeted communities lies in close proximity to one of 25 brownfield sites throughout the Upper Mon Valley. The area's 79,000 remaining residents are all still trying to recover from the ripple effects from the decline of the steel industry that have adversely impacted every aspect of community well-being. Consider the following information:

The poverty rate among these communities is as high as 45%, well-above the rates for Allegheny County - 11.2% and Pennsylvania - 12.1% (U.S. Census, 2000). Educational attainment remains low within our communities – with only an average of 35.3% of residents earning higher than a high school diploma/GED, compared to Allegheny County at 52.4% and Pennsylvania at 47.3% (U.S. Census, 2000).

The majority of housing units in the targeted region were built before 1960. Most have not been properly maintained and continue to put residents at high risk for lead and asbestos exposure. Brownfields in the Mon Valley represent over 1,000 acres that lie vacant within or adjacent to our targeted communities.

Unemployment and underemployment continue to be major issues for Mon Valley residents. Unemployment rates as high as 13.9% are reported within the targeted communities, greatly exceeding the rates from Allegheny County and the state as a whole - 6.1% and 5.7%, respectively (U.S. Census, 2000). The median household income for the targeted region is quite low ranging from \$13,832-\$32,832 in comparison to Allegheny County's \$38,329 and Pennsylvania's \$40,106 (U.S. Census, 2000).

A recent report from Allegheny County's Department of Economic Development entitled "The Mon Valley Economic Development Strategy" released in 2005 gives insight into why residents are facing barriers to family-sustaining employment. According to their analysis of Mon Valley industry and workforce, a significant disconnect exists between available jobs and the skills of residents. Currently, Mon Valley businesses are seeking persons with education/experience in skilled technical fields, rather than those with four-year degrees or individuals with little to no specialized technical skills. Unfortunately, many residents of this region possess little more than a high school diploma/GED, leaving them unemployed or underemployed (i.e., retail, food service, etc.). This shortage of qualified workers is leading employers to seek individuals from outside of our communities to fill these jobs and, unfortunately, is keeping community residents from securing higher-paying, upwardly mobile employment.

Residents of these communities, who as a result of economic decline have experienced significant poverty-related stress compounded with greater exposure to environmental health risks, are now facing profound health-related consequences. Our communities report disproportionately high rates of cancer, asthma, low birth weight babies, developmental delays/disabilities, heart disease, diabetes, and respiratory difficulties. Socially, the incidence of substance abuse, mental/behavioral health issues, teen pregnancy, domestic violence, child abuse/neglect, and community crime are some of the highest in Allegheny County.

### **Training Program Objectives**

We will enroll 60 eligible<sup>1</sup> trainees in the program and conduct two sequential training sessions with 30 trainees in each session. Coursework will include one 6-week session (approximately 240 hours) to be offered for a 'Construction Technician Track' followed by an 8-week (approximately 320 hours) 'Engineering Technician Track'. The training program component will be developed and facilitated by The Western Pennsylvania Brownfields Center at Carnegie Mellon, sub-awardee to HHFI. The actual curriculum for each session will be finalized based on the results of an employer focus group process, surveys of other employers, and regional workforce analyses. The curriculum, therefore, is only generally described herein.

The program's goals are to train 60 trainees, graduate 54 of the trainees (90%), and place 40 graduates (75% of graduates) into entry-level jobs as engineering or construction environmental technicians. Our objectives are to provide the following: Basic understanding of math and science principles underlying environmental technology; introduction to brownfields; experiential learning - "hands-on" training; forum to evaluate trainee 'problem solving' capabilities; and marketable certifications.

On the advice of the EPA Program Officer, we may reduce the size of the first class in order to solve problems or delays encountered in establishing a new program with more agility. This would give us an opportunity to best learn from the experience of outreach, screening, instruction, and follow-up through one cohort, and would not let unforeseen problems detract from the trainees' experience. We would then make up the overall class in the second session to reach or overall target of 60 trainees. We would do this in one of several ways, including: holding an additional technical instruction session, holding a larger but still manageable second session, or simply begin with soft skills or other components of the program.

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<sup>1</sup> An eligible trainee meets adequate physical conditions and sufficient literacy and reasoning skills as indicated by a high school diploma or GED. Eligibility criteria are further described on page \_\_\_\_.



Our curriculum will be developed as follows: First, we will consider the battery of core courses such as: an introduction to environmental science, math refresher, need for and importance of documentation, confined space, HAZWOPER, material handling, reading MSDS and understanding 'right to know', map and plan reading, regulatory paperwork, confined space training, basic computer skills, field practicum, field trips, and resume writing. Second, and based on the needs of the potential employers, we may develop a 'Construction Technician' track that, in addition to the core courses, may include courses such as OSHA, asbestos worker and lead worker. Third, we may develop an 'Engineering Technician' track that, in addition to the core courses, may include courses such as: asbestos building inspector, lead inspector, lead risk assessor, air monitoring, surveying, water sampling, soil sampling, AutoCAD, and advanced computer skills (such as text processing, spreadsheets, and presentations). Because licensed technicians are more employable, the program will pay the licensing fees of trainees that successfully pass evaluations and licensing examinations.

Another objective to ensure attainment of trainee graduation and employment is to provide support training in "soft skills" to mitigate barriers to trainee progress or employment.

#### **Program and Trainee Performance Evaluation**

Throughout the trainees' experience during the program, from the first contact we make until one year after graduation, education status, screening criteria status, course progress, job readiness measures, soft skills and job counseling contacts, employment activity, and other measures of trainee and program progress will be assessed and recorded

Table 1 on the following page lists our desired outcomes, methods of measurement, and benchmarks for measurement.

<b>TABLE 1 – PROGRAM OUTCOMES AND PERFORMANCE MEASUREMENT</b>			
<b>OUTCOME</b>	<b>MEASUREMENT</b>	<b>METHOD</b>	<b>BENCHMARK/GOAL</b>
<b>Environmental</b>	Mastery of training material and env. knowledge	Pre/post testing	54 trainees with at least one certification
	Environmental community meeting attendance	Follow-up survey	10-15 person-meetings
	Letters, community involvement, etc.	Follow-up survey	10-15 person-engagements
	Personal response to home environment	Follow-up survey	20-30 person-actions
	Professional org. membership	Follow-up survey	4-7 memberships
<b>Career literacy</b>	Worker awareness of steps to advance	Follow-up survey	35-40 trainee acknowledgements
	Transferable skills	Follow-up survey	1-5 transfers to other industries if necessary to maintain employment
<b>Economic self-sufficiency</b>	Savings	Follow-up survey	\$500-\$1000 per graduate
	EITC filing	Follow-up survey	15 filings while in training
	Access to transportation	Follow-up survey	60 trainees given transportation counseling
<b>Program performance</b>	Equipment	Program records	60 trainees equipped for entry-level position as per curriculum
	Attendance	Program records	80-85% of class time
	Graduation	Program records	54 graduates
	Employed graduates	Program records	40 employed
	Recruitment points of contact/access	Program records	10-15 feeder agencies
	Certifications attained	Follow-up survey	45-60 certifications (some trainees may hold more than one certification)
	On-site experiences	Program records	50-60 experiences on-site
<b>Life/work skills</b>	Longevity in job	Follow-up survey	30-34 employees more than 1 year on the job
	Communication	Follow-up survey/coursewk	30-45 indications of effective speaking, a presentation, etc.
	Self-responsibility	Follow-up survey	30-45 indications of taking initiative in personal matters
	Leadership	Follow-up survey	30-45 leadership roles in family, community, etc.
	Goal attainment	Pre/post surveys	15 life goals identified and concretely pursued
<b>Job/career support</b>	Employer contacts	Program records	100-150 employers listed
	Employment monitoring	Program records	135 employee follow-ups
	Career counseling sessions	Program records	120 sessions



### **Program Outreach and Recruitment**

Public information sessions and the training facilities will be accessible as per ADA requirements and convenient to go to at the times they are scheduled. At the sessions preliminary screening will be done to 1) allow attendees to determine if they are interested, 2) assess attendees' prospects to succeed in the program (needing literacy or life skills training will not preclude them as long as they make a commitment to undertake training for these skills during their program enrollment as well), and 3) discuss basic logistical requirements such as scheduling, child care, and transportation.

We anticipate attendance at the information/screening sessions to be about 350 people, of whom we will enroll the 60 trainees. During this process we will also maintain a waiting list of those interested and preliminarily qualified to 1) keep enrollment up to the maximum level and 2) demonstrate the value of the opportunity to the community and those enrolling in the program. Career and life skills will be offered through Community College of Allegheny County (CCAC) and the BETC to further increase our rate of success by giving the candidates educational resources, which can be accessed through WorkLink.

As the result of a careful recruitment and selection campaign, of those 60 trainees we plan to graduate 54 (90%) of the trainees that enter the program and place 40 (75%) of those that graduate. Residents in public housing (at least three thousand residents from information provided by Allegheny County Housing Authority), parents of past and present attendees of the 4 Kids Learning Center that HHFI operates (over three thousand families), the current riders of the JARC-funded WorkLink Community Van Service (over five thousand registered riders), and residents who frequent the Braddock Employment and Training Center (BETC) will be notified of the Brownfields Job Training Program. This is well over ten thousand residents of whom approximately 10% are un- or under-employed residents. Recruitment efforts will start through these partner programs to reach those most in need of sustainable employment.

### **Building-in Success**

A successful program will result in the placement of 75% of our graduating trainees in entry level environmental technician jobs. We plan to incorporate the following in order to ensure trainee and program success:

- 1) Community involvement. Through working with local and regional groups such as the West-to-West Coalition, Inc., the Redevelopment Authority of the City of Duquesne, the Braddock Employment Training Center (BETC), Community College of Allegheny County, the Allegheny County Housing Authority, Pennsylvania CareerLink, and the Enterprise Zone Corporation of Braddock, we will be able to keep abreast of resident issues, community affairs, and development initiatives to keep the program responsive to business and community needs.
- 2) Employer partnerships. Several local companies are interested in shaping the program and interviewing graduates for employment opportunities. These companies include the US Steel Corporation Mon Valley Complex, Michael Baker Jr., Inc., KU Resources, Inc., Cummings Riter Consultants, Inc., The Appliance Warehouse, and the industry in general through the Engineer's Society of Western Pennsylvania.
- 3) Addressing barriers to successful employment. HHFI recognizes that some of our community residents face significant educational and social difficulties that may impede their ability to a) meet initial eligibility criteria for our program or b) to maintain consistent attendance and complete our job training program. HHFI is a multi-faceted community-based service organization that has extensive experience providing many of the support services that will be

necessary for residents to qualify for, and complete the Brownfields Job Training Program: a) HHFI's 4 Kids Early Learning Program provides National Association for the Education of Young Children accredited full-day early care and education for children ages 6 weeks to 5 years of age and after-school/summer programming for children up to age 12. 4 Kids is committed to facilitating access to subsidized, low-cost, or no-cost child-care for children of trainees while they are attending our Brownfields Job Training Program. BETC has a Child Care Drop-In program to help parents while they are using the facility, b) HHFI maintains a social service program for all families of children enrolled within our 4 Kids Early Learning Program. The program provides case management, helping families get access and follow through with needed community services. The ultimate goal is to support families in addressing their own complex challenges thereby improving their quality of life and their children's chances for long-term success. For our Brownfields Job Training Program, HHFI will facilitate access to social services case management to trainees, helping them to address any social/emotional issues that may serve as a barrier to completing training or to becoming job-ready. c) HHFI's WorkLink program provides free scheduled van transportation in the target area. In addition, WorkLink will provide transportation counseling to help program graduates secure reliable transportation and to maintain employment once placed in jobs, and d) other community organizations have committed to providing additional support services for prospective trainees, trainees, and graduates: Allegheny County Department of Human Services' Braddock Employment & Training Center, Forbes Road Technical Center, CCAC's Modern Office Systems Training program, and Allegheny County East CareerLink

**Program Staff:**

**Ronald S. Gaydos, Vice President, Community and Economic Development, Heritage Health Foundation—Project Director for the Brownfields Job Training Program.** Mr. Gaydos will be responsible for overall program development and management.

**Dr. Deborah Lange, PE, RBP** has been the Executive Director of the Western Pennsylvania Brownfields Center since its inception. The Brownfields Center role is as a sub-awardee to the Brownfields Job Training Grant. Dr. Lange will lead the program's training curriculum development.

**Miles Loewy, Director of Community Services at HHFI,** will be the Operations Coordinator for the program. Mr. Loewy will be responsible for coordinating program operations.

**Mary Hajdukiewicz, Coordinator of Community Resources at HHFI.** Ms. Hajdukiewicz will be responsible for program outreach and trainee monitoring.



## **Program Timeline**

The project will span the period from September 2008 through June 2010. Two classes will be conducted.

Community outreach and enrollment will commence in the summer of 2008 with coursework beginning in September. The first class will be graduated in December 2008 with placement activity beginning during the last few weeks of class, to minimize the gap between graduation and placement.

The cycle will be repeated beginning in December 2008 for the second class of trainees. They will be graduated in May 2009 with placement activities beginning for them in the few weeks in mid-April and early May so they are ready for employment for when the full construction season comes on.

The required monitoring of all trainees will begin when the first class graduates, although trainees' progress and status will be ongoing from their enrollment in the program. We expect the last trainees to be placed in late spring of 2009, and will be monitored throughout the next 12 months until June 2010.

Should demand for further trainee classes and the securing of new funding occur, these trainees will continue to be monitored along with the oncoming trainees. We will thus be more able to ensure employee success and use the information gathered to improve our program.

Table 2 is graphic depiction of the program timeline and milestones follows on the next page to view the program activities at a glance.

Table 2. MON VALLEY BROWNFIELDS JOB TRAINING PROGRAM - PROJECT TIMELINE and MILESTONES																
	2007	2008				2009				2010						
Major Tasks:	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Program Development																
Community Outreach																
Enrollment / Coursework	Life, Career, and Computer Skills															
	Env. Construction Technician															
	Env. Engineering Technician															
Graduation / Certification																
Placement																
Monitoring																

#### Key to Status

Activity occurring

Milestone



Table 3 on the next page presents a detailed walk-through of the major tasks and associated activities. It presumes July 1 funding for the program.

**Table 3. PROJECT SCHEDULE (Presumes July 1 Funding)**

July – August 2008	Employer focus groups, 2 <sup>nd</sup> survey, continue outreach and advisory board composition. Procure training contractor. Session 1 planning.	
September – December 2008 <i>Milestone: Session 1 Training begins September 12 or Sept 19.</i>	Recruitment, screening, and enrollment. Soft skills training. Session 1 class instruction. Employer outreach, career event.	30 trainees enrolled
November – December 2008 <i>(six month mark)</i>	Job readiness confirmation and job placement activities for Session 1 trainees.	
Early December 2008	Environmental Career Event	
December 2008: Milestone:	Session 1 Graduation	27 (90%) Session 1 trainees graduate
January 2009-January 2010	Session 1 Graduate monitoring. Placement and career management efforts continue. Program evaluation.	20 (75%) graduates are employed in the environmental field
January – March 2009 <i>Milestone: Session 2 Training begins March 9 or March 16.</i>	Session 2 planning. Community outreach, recruitment, screening and enrollment for Session 2. .	
March – Mid-June 2009	Session 2 Training. Soft skills training. Session 2 class instruction. Employer outreach, informing them of Session 2 class. Career event.	30 trainees enrolled
April – May 2009	Job readiness confirmation and job placement activities for Session 2 trainees	
Early May 2009	Environmental Career Event	
Mid – May 2009 Milestone:	Session 2 Graduation	27 (90%) Session 1 trainees graduate
June 2009 <i>(one year mark)</i>		
June 2009 – June 2010 <i>(Two year mark at the end of June 2010)</i>	Session 2 Graduate monitoring. Placement and career management efforts continue. Program evaluation against benchmarks and goals is conducted.	20 (75%) graduates are employed in the environmental field



## Detailed Program Tasks

### 1. Program Development

**Provide Management and Program Staff** – Ron Gaydos, who reports to HHFI CEO Robert Grom, will be the Project Director. The Project Director is responsible for oversight and administration of all aspects of the program including supervision of the Operations Coordinator and the Outreach Coordinator. The Operations Coordinator will be Miles Loewy, who will be responsible for logistical (venues, supplies, materials, and transportation) matters regarding outreach, enrollment, graduation, placement, and trainee monitoring. Mary Hajdukiewicz will be the program Outreach Coordinator, and, with a case management approach, will be responsible for coordinating trainee recruitment, screening, assessment, enrollment, job placement, and trainee monitoring after graduation.

**Project Staff Time Allocation Per Task - Estimated Hours of Work Time  
Charged to the Program Grant**

<b>TASK</b>	<b>Director</b>	<b>Outreach Coordinator</b>	<b>Operations Coordinator</b>
1 <b>Program Development</b>	140	0	10
2 <b>Outreach</b>	120	40	60
3 <b>Enrollment</b>	80	40	60
4 <b>Graduation</b>	10	10	10
5 <b>Placement</b>	80	50	40
6 <b>Monitoring</b>	90	80	40
<b>TOTAL TIME</b>	520	220	220

**Recruit Industry Partners and Program Advisory Board** – We have enjoyed the support and participation of a broad cross-section of community leaders who remain ready to assist the program in many ways ranging from labor market advice to outreach to their constituencies.

We will continue to work with the Allegheny County CareerLink and the Three Rivers Workforce Investment Board (TRWIB) to assess local demand for environmental technicians based on their immediate and near term needs for employees. We intend to expand our outreach and update our employer workforce needs assessment with another survey and focus groups to 1) indicate employer needs, and 2) provide input on the curriculum.

Furthermore, we will continue to include other vital community and industry stakeholders into the program's scope. Please see the list of current Advisory Board members on page 19.

**Fully Develop Curriculum** – The training program component will be developed and facilitated by The Western Pennsylvania Brownfields Center at Carnegie Mellon, a proposed sub-awardee to HHFI. We intend to enroll 60 eligible trainees in the program and propose to conduct 2 sequential training sessions with 30 trainees in each session. A 6-week session (240 hours) will be offered for a 'Construction Technician Track' followed by an 8-week (320 hours) 'Engineering Technician Track'. The actual curriculum for each session will be finalized based on the results of an employer focus group process; therefore the following curriculum is provided only as a guideline (but is based on feedback from the employer surveys already conducted.)

Our objectives are to provide the following: Basic understanding of math and science principals underlying environmental technology; introduction to brownfields; experiential learning - "hands-on" training; forum to evaluate trainee 'problem solving' capabilities; marketable certifications.

Our curriculum will be developed as follows:

- First, we will consider a battery of core courses such as: an introduction to environmental science, math refresher, need for and importance of documentation, confined space, HAZWOPER, material handling, reading MSDS and understanding 'right to know', map and plan reading, regulatory paperwork, confined space training, basic computer skills, field practicum, field trips, and resume writing.
- Second, and based on the needs of the potential employers, we may develop a 'Construction Technician' track that, in addition to the core courses, may include courses such as OSHA, asbestos worker and lead worker.
- Third, we may develop an 'Engineering Technician' track that, in addition to the core courses, may include courses such as: asbestos building inspector, lead inspector, lead risk assessor, air monitoring, surveying, water sampling, soil sampling, AutoCAD, and advanced computer skills (such as text processing, spreadsheets, and presentations). This and the detailed curriculum will be determined by the workforce requirements from a survey and focus group discussions with environmental segment employers.

Please see the draft course outline on page 16.

**Select Training Contractor** – Once the curriculum is determined it can be incorporated into a scope of work for a request for proposals. Appropriate protocols and regulations for contractor procurement will be followed when soliciting and evaluating proposals and making a final selection for the training contractor. The selected contractor must also be qualified to certify trainees for technical licenses.

**Establish Venue** – If the selected training contractor has a suitable facility, training will be located at their facility. Otherwise, HHFI will hold training in classroom space it maintains near its offices. HHFI's classroom space is adequately configured and equipped for the training.

## **2. Outreach to Potential Trainees and Recruitment**

We will recruit job training participants from our Brownfield's-impacted communities that include residents living in the following Southwestern Pennsylvania communities just outside of Pittsburgh. Primary area: Braddock, East Pittsburgh, North Braddock, Rankin & Swissvale. Secondary area: Clairton, Duquesne, McKeesport, Munhall, Homestead & West Homestead. All of these communities have experienced significant impacts from the region's industrial legacy.

HHFI and its partners offer a number of community support programs to over ten thousand local residents. Recruitment efforts will start with those in public housing (at least three thousand residents from information provided by Allegheny County Housing Authority), parents of past and present attendees of the 4 Kids Learning Center that HHFI operates (over three thousand families), the current riders of the JARC-funded WorkLink Community Van Service (over five thousand registered riders), and residents who frequent the Braddock Employment and Training Center (BETC) will be notified of the Brownfields Job Training Program.



We will then conduct public information sessions and intake workshops. The training facilities will be accessible as per ADA requirements and convenient to go to at the times they are scheduled. At the sessions, preliminary screening will be done to 1) allow attendees to determine if they are interested, 2) assess attendees' prospects to succeed in the program (needing literacy or life skills training will not preclude them as long as they make a commitment to undertake training for these skills during their program enrollment as well), and 3) discuss basic logistical requirements such as scheduling, child care, and transportation.

We anticipate attendance at the information/screening sessions to be about 350 people, from which we will enroll the 60 trainees. During this process we will also maintain a waiting list of those interested and preliminarily qualified to 1) keep enrollment up to the maximum level and 2) demonstrate the value of the opportunity to the community and those enrolling in the program. Career and life skills will be offered through Community College of Allegheny County (CCAC) and the BETC to further increase our rate of success by giving the candidates educational resources, which can be accessed through WorkLink.

### **3. Enrollment**

Trainees will be selected on the basis of their capacity to successfully complete the program and their preparation for employment. Eligibility requirements include 1) be 18 years of age or older, 2) attendance at information sessions, 3) have a high school diploma or GED (if possible, provisions will be made to those interested to acquire their GED before enrollment) 4) submitting a written application including a statement on why they want to enroll, 5) pass a urinalysis drug screening, 6) pass a respirator physical examination, 7) be un- or under-employed, 8) be willing to accept full-time employment in environmental construction or technology, and 9) be actively engaged in job-seeking activities. Other requirements may be added if a need is encountered.

We will enroll 60 eligible trainees in the program and conduct two sequential training sessions with 30 trainees in each session. Our coursework objectives are to provide the following: Basic understanding of math and science principles underlying environmental technology; introduction to brownfields; experiential learning - "hands-on" training; forum to evaluate trainee 'problem solving' capabilities; marketable certifications.

Coursework will include one 6-week session (approximately 240 hours) to be offered for a 'Construction Technician Track' followed by an 8-week (approximately 320 hours) 'Engineering Technician Track'. The training program component will be developed and facilitated by The Western Pennsylvania Brownfields Center at Carnegie Mellon, sub-awardee to HHFI. The actual curriculum for each session will be finalized based on the results of an employer focus group process.

HHFI recognizes that some of our community residents face significant educational and social difficulties that may impede their ability to 1) meet initial eligibility criteria for our program or 2) to maintain consistent attendance and complete our job training program. We will therefore provide the following services as necessary and if they can ameliorate a trainee's barriers to successfully completing the program: Child Care through HHFI's 4 Kids Early Learning Program, Social Services through HHFI's 4 Families program, Transportation Assistance and counseling through HHFI's WorkLink community van service. Other community organizations have committed to providing additional support services for prospective trainees, trainees, and graduates: 1) Allegheny County Department of Human Services' Braddock Employment & Training Center (BETC) offers a variety of educational and



human services in an accessible location for residents of the Mon Valley. Services include: home energy assistance, job training, interview preparation, computer training, job placement resources, and GED support. HHFI is partnering with the ACDHS to make the above-mentioned services available to potential trainees and graduates of our proposed Job Training Program. 2) Allegheny County East CareerLink for career planning, placement and job retention services.

#### **4. Graduation / Certification**

At the conclusion of each course, we will hold a graduation ceremony to recognize trainee achievement and present certificates and the licenses trainees have earned. It will be conducted as the important event that it is to celebrate the efforts of trainees, instructors, community partners, Advisory Board members, and potential employers. To facilitate the hiring process, employers will be especially encouraged to attend.

#### **5. Placement**

In light of the quality built into the program, all respondents to our initial employer survey made a commitment to interview graduates. We will use this connection as a starting point for the graduates' first efforts to secure employment. We will also encourage and arrange for potential employer to make presentations during coursework to engender an ongoing relationship between students and the employers

We plan to graduate 54 (90%) of our trainees. We plan to place 34 (75%) of those graduating trainees in the environmental field. We will assure this success by engaging employers, actively seeking occasional participation in course presentations, field practice, and a career event during each training session.

The program will also provide support services once graduates are employed. Based on HHFI's on-going presence in the community, the needs of the community are well understood and HHFI's relationships and dialogue with local partners will help assure that this project will meet the employment needs of the local eligible population. Partnerships with the TRWIB, Allegheny County Department of Human Services (ACDHS), BETC and Allegheny County East CareerLink increase the potential for success by giving candidates of the program access to resources that will aid in finding employment, such as 1) interview practice, 2) resume writing, 3) job search techniques and assistance, and 4) assisting trainees in making connections to the services available that they need.

We will identify potential projects driving applicable employment, engage program partners, facilitate or refer graduates to employer hiring processes, confirm graduate readiness for employment, confirm trainee hiring, and prepare to track them during their careers for at least one year by the activities below.

#### **6. Monitoring Trainees after Graduation**

Program and trainee information will be tracked during the program and one year after program completion. Their tracking begins with attendance at the information session, and continues during intake, training, job placement, and the job experience. Mary Hajdukiewicz, the program's Outreach Coordinator, will administer the post-training survey to evaluate the program outcomes for the trainee. Monitoring during employment will take the case management approach, allowing trainees or staff the opportunity to identify any issues affecting trainee employment and career advancement. These will be addressed as necessary with appropriate action by program partners.

The in-house tracking system will be the basis for performance measurement and assurance of compliance with EPA terms and conditions. The system will facilitate the timely preparation of quarterly reports of program progress and expenditures, entry of the required ACRES information, and final report. It will be developed by the Project Director.

In providing our reports, we will use surveys to gather information from the trainees, and a case management approach will be used to identify problems, if and when they arise. HHFI has past experience with federal grant awards and quarterly and annual reporting. Table 1 goes into detail on what outcomes and outputs we will be measuring. Surveys will be done in an interview format, in person whenever possible, or by telephone, instead of via mail. Since pre-training surveys will be done before the instruction begins a baseline will be acquired to compare all future statistics and information. Further details on performance measurement are included in the next section. By conducting surveys of the graduates of the program, we will be able to measure the rate of success by knowing what employment the graduates have acquired. If the surveys reveal a lack of employment then the Outreach Coordinator will alert our partner organizations with employment experience to intervene and aid the graduates in their job search. HHFI's past and current recording procedures with the Early Reading First, JARC, and Fund for the Improvement of Education will be used as the basis of the tracking and measuring of the effectiveness of this program.

Tracking will include intake information identifying trainee candidates, employers, partner agencies, referral sources, progress and action dates, and other relevant information. In addition to this, program staff will interview trainees midway through the one-year monitoring period using an extensive survey to determine trainees' status, discover any remaining barriers to employment success, prepare the trainee for follow-up training, and other information important to trainee success. Allegheny County East CareerLink, program staff and ACDHS placement service staff will be available for job counseling and to help solve employment-related problems during this time as needed. Periodically the staff will evaluate the trainees to identify any employment-related problems or possible interruptions in employment. Staff will also stay in touch with employers to learn of market conditions that could cause employment reductions or, hopefully, employment growth.

Program activities will be tracked in the program database developed by program staff. It will provide the information needed to make the quarterly, ACRES, and final reports. HHFI has extensive experience in database development, operation, maintenance, and online data entry. As a recipient of other federal grants, HHFI is familiar with the general federal regulations and is prepared to comply with each requirement listed by the EPA.

Finally, when necessary to secure employment, some graduates will be offered refresher courses in order to remain marketable in the field.

## **7. Round 2/Phase 2**

We would be pleased to reapply for further EPA Brownfields Job Training Grant funding. To expand the program and/or seek alternative funding, we are exploring other options: the US Department of Housing and Urban Development Community Development Block Grant program has a human service component to be used for at-risk populations and economic development capacity building. HHFI will apply for those funds through the Allegheny County Department of Economic Development. They are competitive, but if the program is successful for the first two years the program may be a strong contender for funding. Likewise, HHFI will apply for Community Services Block Grant funds under annual requests for proposals through



the ACDHS. HHFI is working to create industry partnerships for recruitment and training; HHFI hopes that some of these partners will provide funds through fee-for-service customized job training that would be specific to each individual partner.

Throughout the performance of the program, new community partners, new employers, and new Advisory Board members will present themselves, further improving the program and facilitating its adaptation to changing conditions.

HHFI has an excellent track record of attracting private funding from foundations and corporations. If the program is successful, HHFI will possess critical evidence of needs and efficacy that would draw private funds sufficient to maintaining the program.

## **HHFI EPA Job Training Course**

### **Draft Program Outline by the Western Pennsylvania Brownfields Center**

#### ***Overview***

Through the Environmental Technician Training Program, successful participants will become trained for entry-level work into the environmental and construction fields. Our goal is to help the trainees get started onto a career ladder which offers them the chance at a sustainable career and to participate in cleaning up and revitalizing their communities at the same time.

#### ***Objectives***

- Provide basic understanding of math and science principals underlying environmental technology
- Provide introduction to brownfields
- Provide introduction to traditional and innovative remediation technologies
- Provide experiential learning - "hands-on" training
- Provide forum to evaluate trainee 'problem solving' capabilities
- Provide Lead Worker, Asbestos Worker, HAZWOPER and OSHA Construction Safety Certification
- Prepare entry level environmental technicians that can be trained on the job as remediation technicians or construction technicians

#### ***Course Materials***

- Text book (for example): Environmental Science: Working with the Earth (8<sup>th</sup> edition) by G. Tyler Miller, Jr., Brooks/Cole, 2001.
- Handouts

#### ***Trainee Supplies to be furnished by the program***

- Hard hat
- Safety shoes
- Work Gloves
- Notebook
- Pencils

#### ***Evaluation Criteria***

The following evaluations will be performed:

- Pre- and Post- training evaluations
- In-class exercises
- Testing as required for certificate training (Asbestos, Lead, Construction Safety and HAZWOPER)

#### ***Requirements***

- 1) Trainees must attend the entire six-week program.
- 2) Proper dress must be worn at all times, i.e. collared shirt.
- 3) Trainees must report at 8:50 each morning to the designated location unless otherwise noted.  
PLEASE BE ON TIME!

- 4) Failure to attend any portion of the training could result in the dismissal from the program. Class absences must be reported to the Coordinator in advance.
- 5) Transportation to and from the training site is the responsibility of the trainee.
- 6) Trainees are responsible for bringing their own lunch.
- 7) Certificates will be distributed upon completion of the training.
- 8) Failure to comply with training requirements could result in dismissal from the program.
- 9) All trainees are responsible to maintain the paperwork (such as time sheets) that are required by the trainee's funding source (City of Pittsburgh CDBG or WTW, Allegheny County WIA, SAPD&C WIA)

#### **Lessons (8-hour days)**

- 1) Weeks 1 and 2 – Core Courses
  - a) Pre-training evaluation
  - b) Math and science refresher
  - c) Environmental Science
  - d) Environmental Regulations
  - e) Reclamation technologies
  - f) Map and plan reading
  - g) Health and safety training
  - h) First aid training
  - i) Basic computer skills
  - j) Field trips
- 2) Week 3 – Track-related Courses (Construction or engineering technician)
- 3) Week 4 – HAZWOPER training
- 4) Week 5 – Lead and Asbestos Abatement training (if we proceed with a construction technician course) or Water/soil sampling (if we proceed with the engineering technician course)
- 5) Week 6 – Computer Skill and AutoCAD
- 6) Week 7 – field practicum

#### **TRAINEE SOURCES**

- 1) Advertising and outreach
- 2) 4 Kids families
- 3) WorkLink riders
- 4) Mon Valley Providers Council Emerging leaders program graduates over the age of 18 years
- 5) Auberle Center in McKeesport and affiliated centers elsewhere
- 6) BETC
  - a) Hill House
  - b) Braddock Youth Project
  - c) MOST
- 7) Consortium on Public Education – Future is Mine, other outreach and education programs
- 8) Steel Valley High School, Woodland Hills High School, McKeesport Area High School, Clairton High School
- 9) Community Partners (Allegheny County Housing Authority, CareerLink, Rankin Christian Center, Enterprise Zone Corporation members)

## BUDGET DETAIL FOR THE TRAINING PROGRAM

Category	Item	Instruction & Planning	Outreach	Other	TOTAL
<b>EPA Project Funding</b>					
Management Fee		\$ 4,000	\$ 2,000	\$ 2,000	\$ 8,000
Subaward	Brownfields Center	\$ 52,691	\$ -	\$ -	\$ 52,691
Personnel	Project Director	\$ -	\$ -	\$ 15,500	\$ 15,500
	Coordinator	\$ -	\$ 5,556	\$ -	\$ 5,556
	Outreach/Monitoring	\$ -	\$ 4,344	\$ -	\$ 4,344
Benefits	Payroll Taxes	\$ -	\$ 837	\$ 1,310	\$ 2,146
	Benefits	\$ -	\$ 1,104	\$ 1,728	\$ 2,832
	Workers' Comp	\$ -	\$ 153	\$ 240	\$ 394
Travel	Mileage	\$ 100	\$ 400	\$ -	\$ 500
	Field Trips	\$ 802	\$ -	\$ -	\$ 802
	Meeting & Conference			\$ 1,000	\$ 1,000
Contractual:	Air Monitoring				
Technical Training	Asbestos Bldg Inspector				
	Asbestos Worker				
	Confined Space				
	Lead Inspector				
	Lead Risk Assessor				
	Lead Worker				
	OSHA				
	Total contractual	\$ 49,390	\$ -	\$ 800	\$ 50,190
Supplies	Personal Protective	\$ 12,000	\$ -	\$ -	\$ 12,000
	Educational Materials	\$ 6,000	\$ -	\$ -	\$ 6,000
	Consumable Supplies	\$ 2,400	\$ 4,800	\$ 1,500	\$ 8,700
Other	Applicant Medical Screening	\$ 12,000	\$ -	\$ -	\$ 12,000
	Certification Fees	\$ 14,400	\$ -	\$ -	\$ 14,400
<b>Total EPA Funds</b>		<b>\$ 153,783</b>	<b>\$ 19,194</b>	<b>\$ 24,078</b>	<b>\$ 197,055</b>
<b>Non-EPA Project Funding</b>					
Administrative Costs		\$ -	\$ -	\$ 30,000	\$ 30,000
Other	HAZWOPER Training	\$ 10,900			\$ 10,900
	Computer Training	\$ 10,800			\$ 10,800
	Life Skills & Career Training	\$ 12,000	\$ -	\$ -	\$ 12,000
	Travel			\$ 74,160	\$ 74,160
<b>Total Non-EPA Funds</b>		<b>\$ 33,700</b>	<b>\$ -</b>	<b>\$ 104,160</b>	<b>\$ 137,860</b>



**MON VALLEY BROWNFIELDS JOB TRAINING PROGRAM**  
**COMMUNITY AND INDUSTRY ADVISORY BOARD**

Debra R. Briney, Department Manager, Training	USS Mon Valley Complex
Charles Brown, Associate Director, Business and Economic Initiatives	Allegheny County Housing Authority
Kelleigh Butler, Research and Planning Coordinator	Three Rivers Workforce Investment Board
Meredith Meyer Grelli, Program Coordinator	Western Pennsylvania Brownfields Center at Carnegie Mellon University
Fred Harnack, General Manager	U.S. Steel Corporation Mon Valley Complex
Cathy Hester, Director	CCAC MOST Program
Dan Hiwiller, Workforce Investment Act Program Manager	Allegheny County DHS/OCS/Bureau of Employment and Training
McCrae Holliday, Chief Operating Officer	Three Rivers Workforce Investment Board
PA CareerLink Administrator	Allegheny County East CareerLink
David Kopolovich, Director, Braddock Employment and Training Center	Allegheny County Department of Human Services
Fred J. Landay, Chief Executive Officer	Appliance Warehouse
Ron Painter, Executive Director	Three Rivers Workforce Investment Board
Tara Pavlocak, Director Social Services	Heritage Health Foundation, Inc.
Charles Starrett, Executive Director	Enterprise Zone Corporation
Barbara Willard, VP Education Services	Heritage Health Foundation, Inc.

